



# EMPLOYER SAMPLE PROCEDURES FOR HEAT ILLNESS PREVENTION



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Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person(s)/Program Administrator: \_\_\_\_\_

California Employers with any outdoor places of employment must comply with the Heat Illness Prevention Standard T8 CCR 3395. These procedures have been created to assist the employer in crafting their heat illness prevention procedures, and to reduce the risk of work related heat illnesses among their employees.

These procedures are not intended to supersede or replace the application of any other Title 8 regulation, particularly T8 3203 Injury and Illness Prevention Program (IIPP). Title 8 CCR 3203 requires an employer to establish, implement, and maintain an effective IIPP. The measures listed here may be integrated into the Employer's Injury and Illness Prevention Program.

The employer must also be aware that other standards apply to Heat Illness Prevention such as the requirement to provide for drinking water, first aid and emergency response.

To effectively establish your company procedures, carefully review the key elements listed on this document, as well as the examples provided, then select and fill out the procedures applicable to your workplace. Please use additional paper when necessary. Next, implement and train employees and supervisors on your company procedures.

**Please note:** These procedures provide the minimal steps applicable to most outdoor work settings and are essential to reducing the incidence of heat related illnesses. In working environments with a higher risk for heat illness (e.g., during a heat wave, or other severe working or environmental conditions), it is the employer's duty to exercise greater caution and additional protective measures beyond what is listed in this document, as needed to protect their employees.

For additional information on preventing Heat Related Illness, please visit the DOSH website at:  
<http://www.dir.ca.gov/DOSH/DOSH/HeatIllnessInfo.html>

# HEAT ILLNESS PREVENTION ELEMENTS

The elements reflected within this Heat Illness Prevention guide are those contained in Title 8 of the California Code of Regulations, Section 3395 (T8 CCR 3395) and consist of the following:

- Provision of Water
- Access to Shade
- Written Procedures
- Training



## > PROVISION OF WATER

**Water is a key preventive measure to minimize the risk of heat related illnesses.**

3395 (c) Employees shall have access to potable drinking water meeting the requirements of Sections 1524, 3363, and 3457, as applicable. Where the supply of water is not plumbed or otherwise continuously supplied, water shall be provided in sufficient quantity at the beginning of the work shift to provide one quart per employee per hour for drinking for the entire shift. Employers may begin the shift with smaller quantities of water if they have effective procedures for replenishment during the shift as needed to allow employees to drink one quart or more per hour. The frequent drinking of water, as described in (e), shall be encouraged.

**Sample procedures include but are not limited to the following:**

- Bring at least 2 quarts per employee at the start of the shift, and
- Supervisor/designated person will monitor water containers every 30 minutes, and employees are encouraged to report to supervisor/designated person low levels or dirty water.
- Supervisor will provide frequent reminders to employees to drink frequently, and more water breaks will be provided.
- Every morning there will be short tailgate meetings to remind workers about the importance of frequent consumption of water throughout the shift.
- Place water containers as close as possible to the workers, not away from them.
- When drinking water levels within a container drop below 50%, the water shall be replenished immediately; or water levels should not fall below the point that will allow for adequate water during the time necessary to effect replenishment.
- Disposable/single use drinking cups will be provided to employees, or provisions will be made to issue employees their own cups each day.
- Noise making devices, such as air horns, may be used to remind employee's to take their water break.

**To ensure access to sufficient quantities of potable drinking water, the following steps will be taken:**

(outline steps here)

**To encourage frequent drinking of potable water, the following steps will be taken:**

(outline steps here)

## > ACCESS TO SHADE

**Access to rest and shade or other cooling measures are important preventive steps to minimize the risk of heat related illnesses.**

3395 (d) Employees suffering from heat illness or believing a preventative recovery period is needed, shall be provided access to an area with shade that is either open to the air or provided with ventilation or cooling for a period of no less than five minutes. Such access to shade shall be permitted at all times. Except for employers in the agriculture industry, cooling measures other than shade (e.g., use of misting machines) may be provided in lieu of shade if the employer can demonstrate that these measures are at least as effective as shade in allowing employees to cool.

**Sample procedures include but are not limited to the following:**

- Supervisor will set-up an adequate number of; umbrellas, canopies or other portable devices, at the start of the shift and will relocate them to be closer to the crew, as needed. Equipment should be placed in close proximity (i.e., no more than 50-100 yards) to the work activity.
- Employees have access to office or construction trailer, or other building with air conditioning.
- Every morning there will be short tailgate meetings (in the employees' language) to remind workers about the importance of rest breaks and the location of shade.
- Non-agricultural employers can use other cooling measures **if** they demonstrate that these methods are as effective as shade.
- Whenever possible, provide areas for employees to take their breaks which are:
  - Readily accessible
  - In the shade and open to the air, and ventilated or cooled
  - Near sufficient supplies of drinking water

**To ensure access to shade at all time, the following steps will be taken:**

(outline steps here)

**To ensure that employees have access to a preventative recovery period, the following steps will be taken:**

(outline steps here)

## **> WRITTEN PROCEDURES**

**Written procedures help reduce the risk of heat related illnesses, and ensure that emergency assistance is provided without delay.**

3395 (e) (3) The employer's procedures required by subsections (e) (1) (B), (G), (H), and (I) shall be in writing and shall be made available to employees and to representatives of the Division upon request. These include:

- (B) Procedures for complying with the requirements of this standard,
- (G) Procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary,
- (H) Procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider;
- (I) Procedures for ensuring that, in the event of emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

**Sample written procedures include but are not limited to the following:**

- All employees will be trained prior to working outdoors.
- Working hours will be modified to work during the cooler hours of the day, when possible.
- When a modified or shorter work-shift is not possible, more water and rest breaks will be provided.
- Supervisors will continuously check all employees, and stay alert to the presence of heat related symptoms.

- Co-workers will use a “buddy system” to watch each other closely for discomfort or symptoms of heat illness.
- Supervisors and co-workers are encouraged never to discount any signs or symptoms they are experiencing, and will immediately report them.
- Supervisors will carry cell phones or other means of communication, to ensure that emergency services can be called, and check that these are functional at the worksite prior to each shift.
- Every morning, workers will be reminded about address and directions to the worksite and emergency procedures.

**To reduce the risk of heat-related illness (HI) and respond to possible symptoms of HI, the following steps will be taken:**

(outline steps here)

**To ensure that emergency medical services are provided without delay, the following steps will be taken:**

*Our procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary, are:*

(outline steps here)

*Our procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider are:*

(outline steps here)

*Our procedures for ensuring that, in the event of emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders are.*

(outline steps here)

## > TRAINING

**Training is critical to help reduce the risk of heat related illnesses and to assist with obtaining emergency assistance without delay.**

**3395 (e) (1) Employee training:** Training in the following topics shall be provided to all supervisory and non-supervisory employees:

- (A) The environmental and personal risk factors for heat illness;
- (B) The employer's procedures for complying with the requirements of this standard;
- (C) The importance of frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties;
- (D) The importance of acclimatization;
- (E) The different types of heat illness and the common signs and symptoms of heat illness;
- (F) The importance to employees of immediately reporting to the employer, directly or through the employee's supervisor, symptoms or signs of heat illness in themselves, or in co-workers;
- (G) The employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided should they become necessary;
- (H) The employer's procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider;
- (I) The employer's procedures for ensuring that, in the event of an emergency, clear and precise directions to the work site can and will be provided as needed to emergency responders.

Note: T8 CCR 3203(a)(3) requires that communication for employees shall be in a form readily understandable by all affected employees.

**(e) (2) Supervisor training:** Prior to assignment to supervision of employees working in the heat, training on the following topics shall be provided:

- (A) The information required to be provided by section (e) (1) above.
- (B) The procedures the supervisor is to follow to implement the applicable provisions in this section.
- (C) The procedures the supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures.

**Sample written procedures include but are not limited to the following:**

- All employees will receive heat illness prevention training prior to working outdoors. Especially all newly hired employees
- On hot days, and during a heat wave, supervisors will hold short tailgate meetings to review this important information with all workers.
- All workers will be assigned a "buddy" or experienced coworker to ensure that they understood the training and follow the company procedures.
- Supervisors will be trained prior to being assigned to supervise outdoor workers.

- Primary (Farm Labor Contractors, staffing companies, etc) and secondary employers will ensure that all employee's (including temporary) working outdoors are trained in heat illness prevention.
- **We provide Acclimatization to our employees and train them on its importance:**
  - **Acclimatization** – means temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to it. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in the heat.
- **Real Time Communication** - we will establish and use a system to readily communicate with our workers in the field. Stay alert to the weather by monitoring weather conditions throughout the work shift at your specific work locations. Based on current weather information and worker input from the field, make the proper adjustments in your work practices, or summon emergency response personnel if necessary.
  - To accomplish this we have a supervisor or “designated person(s)” at the worksite with the authority to communicate and implement any measures necessary to address heat illness.
  - Using our two-way communication system allows workers to report to supervisors, co-workers or other designated persons how they are feeling on a real time basis.
  - We will account for the whereabouts of our crews at appropriate intervals throughout the work shift and at the end of the work shift
- **Extra Measures During Heat Waves** - because of extreme environmental conditions during a heat wave, employees' physical and mental condition can change rapidly into a serious medical condition. The onset of heat illness may be confused with other problems and may not always be obvious before it becomes life-threatening. Therefore, extra measures may be required to prevent and/or respond to heat illness.
  - **Stay Alert to the Weather** – make sure to monitor the weather and the specific locations where work activities are occurring. Continue to stay updated throughout the work shift on the changing air temperatures and other environmental factors. **Use current weather information to make the appropriate adjustments in work activities throughout the workday.**
  - **Workers who were previously fully acclimatized are at risk for heat illness during a heat wave** because during a heat wave, the body does not have enough time to adjust to a sudden, abnormally high temperature or other extreme conditions.
  - **Extra Vigilance** - Real Time Communication and the “Buddy System” - account for the whereabouts of employees at more frequent intervals throughout the work shift and at the end of the work shift.
  - **Additional Water Consumption** - encourage employees to drink small quantities of water more frequently and have effective replenishment measures in place for the provision of extra drinking water to ensure that supplies are reliable
  - **Additional Cooling Measures** - you may need to use other alternative cooling measures in addition to shade, (e.g. allowing employees to spend time in air conditioned places or having them spray themselves with water).
  - **Additional and /or Longer Rest Breaks** - you may need to allow employees to take more frequent and longer breaks.
  - **Changing Work Scheduling and Assignments** - you may need to put into place one or more of the following additional measures:

- Start the work shift even earlier in the day or later in the evening
- Cut work shifts short or stop work altogether
- Reduce the severity of work by scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early-morning or evening)

**To ensure employees are trained, the following steps will be taken:**

(outline steps here)

**To ensure supervisors are provided training, the following steps will be taken:**

(outline steps here)